The New Hampshire Prescription Drug Monitoring Program (PDMP) grants system access accounts to practitioners so that they may look up and view controlled substance dispensing information on specific recipients.

If you have a NH license and a DEA registration (from any state) for schedules II-IV controlled substances, you are required to register with the PDMP.

Perform the following steps to request an account:

- 1. Open an Internet browser window and navigate to the following URL: www.newhampshirepdmp.com
- 2. Click the Practitioner/Pharmacist link located on the left menu.
- 3. Click Registration Site.
 - A login window is displayed.
- 4. Type newacct in the User Name field.
- 5. Type welcome in the Password field.
- 6. Click OK.
- 7. Complete the fields on this form, noting that "Master" should be selected in the Account Type field. Required fields are indicated with an asterisk (*).

On the license line please put the following: D(license#) example: D1234.

8. Click Submit.

If information is incomplete or missing, a message is displayed indicating which fields must be corrected before your account request form can be submitted.

If all information has been properly supplied, a completed account request form is displayed, along with a prompt to print the form. Print the form if desired.

PLEASE EMAIL THE REGISTRATION NUMBER TO <u>Michelle.RiccoJonas@nh.gov</u> TO ACTIVATE YOUR ACCOUNT.

If you are approved for an account, you will be notified via two separate e-mails. The first e-mail will contain your approval notification and user name information. The second e-mail will contain your temporary password, your personal identification number (PIN) that you will use to identify yourself if you need assistance from the HID Help Desk, and the steps to follow to log in to the system. You will be required to change the temporary password immediately when you first attempt to access the system.

If you need assistance with the registration process, please contact the HID Help Desk at nhpdmp-info@hidinc.com or 1-855-353-9903.